

**VACANCY ANNOUNCEMENT NUMBER:** 01-013

*U.S. Office of Government Ethics*

**POSITION (TITLE, SERIES, GRADE):** Personnel Officer, GS-201-12/13

**PROMOTION POTENTIAL:** GS-13

**OPENING DATE:** July 23, 2001

**CLOSING DATE:** August 3, 2001

**SALARY RANGE:** \$53,156 - \$82,180

**AREA OF CONSIDERATION:** Status Candidates Government-Wide and ICTAP Eligibles in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces 3 years or more of continuous active service may apply.

**DUTY LOCATION:** Washington, DC

**FOR MORE INFORMATION CONTACT:** Richard L. Woods, (202) 208-8000, extension 1226.

**SPECIAL CONDITIONS AFFECTING THIS ANNOUNCEMENT:** Relocation expenses will not be paid. ICTAP eligibles may apply for a special selection priority for this position. To be well-qualified and receive a selection priority for this vacancy, eligible displaced and surplus Federal employees must meet or exceed the fully successful level for the Quality Ranking Factors.

**MAJOR DUTIES:**

This position is located in the Office of Government Ethics (OGE), Office of Administration and is responsible for developing Agency policy, procedures, and plans that meet the legal, regulatory, and program requirements in the personnel functional areas of staffing and recruitment, position classification and position management, pay and allowances, attendance and leave, employee benefits, employee relations, and career development. Administers OGE's performance management and incentive awards program. Monitors and reviews new or revised legislation, Office of Personnel Management regulations, and General Accounting Office decisions and makes subsequent recommendations for new or revisions to existing OGE personnel programs, policies and guidelines. Advises management on the requirements of OGE's Merit Promotion Plan. Performs desk audits and informs both management and the incumbent of results. Works with management

to restructure positions and devise organizational structures to improve efficiency and/or alleviate staffing problems as needed. Prepares studies, reports or position papers on new approaches for improving the efficiency of office operations. Identifies current and potential problems as they relate to OGE's cross-servicing integrated National Finance Center (NFC) personnel/payroll system and takes corrective action as appropriate.

#### **QUALIFICATION REQUIREMENTS:**

Candidates must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position. All applicable time-in-grade, time-after-competitive-appointment, and qualification requirements must be met by the closing date of this announcement.

#### **QUALITY RANKING FACTORS:**

1. Knowledge of the laws, rules, regulations, and general management theories as they relate to Federal personnel management.
2. Ability to analyze complex situations, determine issues, gather sufficient facts and weigh alternatives to arrive at useful conclusions in recommending solutions.
3. Ability to provide technical advice and assistance to higher management on complex classification and/or staffing issues.
4. Ability to write clearly and persuasively.
5. Knowledge of automated human resources management systems.

#### **METHOD FOR EVALUATING AND RATING CANDIDATES:**

Basically qualified applicants may be evaluated further to identify those who are best qualified. This determination will be based on a review of relevant experience, education, training, awards, and letters of commendation to determine the degree to which the applicant possesses the knowledge, skills, and abilities contained in the Quality Ranking Factors.

## HOW TO APPLY:

The Office of Government Ethics does not require a standard application form, but we need certain information to evaluate your qualifications. You may apply using OF-612, Optional Application for Federal Employment, SF-171, Application for Federal Employment (NOTE: If you use and SF-171, do not answer questions 38-47. Job finalists will be asked to complete a Declaration for Federal Employment to determine their suitability for Federal employment and to authorize a background investigation.), or a resume. If you are submitting a resume, it must include the following information: JOB INFORMATION--Announcement number, title and grades(s) of the job for which you are applying; PERSONAL INFORMATION--Full name, mailing address (with ZIP Code), day and evening phone numbers (with area code), social security number, country of citizenship (most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status), highest Federal civilian grade held (also give job series and dates held); EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name, city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcript only if the job vacancy announcement requests it. WORK EXPERIENCE--Give the following information for your paid and nonpaid work experience related to the job for which you are applying (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor. OTHER QUALIFICATIONS--Job-related training courses (title and year). Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (give dates but do not send documents unless requested).

Clearly describe in your application or resume your work experience, education and/or training as it relates to this vacancy. It is very important that you fully address how your work experience and education/training meet the specialized experience requirement. It is also recommended that you address, separately, each Quality Ranking Factors. This information will be used to determine the highest qualified candidates among those eligible to compete for the position.

Current and former Federal employees must submit a copy of their most recent annual performance appraisal and their most recent SF-50, Notification of Personnel Action.

To claim veteran's preference, submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. Veterans claiming 10-point preference must also attach an SF-15, Application for 10-Point Veteran's Preference, as well as the proof required by that Form.

Males over the age of 18 born after December 31, 1959, must indicate on their application that they have registered with the Selective Service System (or have an exception) to be eligible for a Federal job.

If you are a displaced Federal employee applying for a selection priority under ICTAP you must provide proof of eligibility for a priority in the form of either a Reduction-In-Force (RIF) separation notice; SF-50, Notification of Personnel Action, showing separation as a result of RIF; or other official agency notification; and your latest performance appraisal. To receive a selection priority you must be determined to be well-qualified for the position.

**Send applications to:** U.S. Office of Government Ethics, ATTN: Richard L. Woods, 1201 New York Avenue, NW, Suite 500, Washington, DC 20005-3917. Please indicate the announcement number on the application materials as well as the envelope. Applications must be received by close of business (5:30pm) on the closing date in order to receive consideration.

Applications sent at the Government's expense will not receive consideration; this includes applications sent to a Government fax machine.

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The U.S. Office of Government Ethics is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, sexual orientation, political affiliation, handicap, or any other non-merit factor.